JOB DESCRIPTION

Title: **SR. GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST**

Department: ADS
Class Code: 3265
FLSA Status: Non-Exempt
Effective Date: August 14, 2012
Grade Number: 20

GENERAL PURPOSE

Under the general supervision of the GIS Supervisor. Uses ArcGIS to design, implement and maintain a geographic information system including data base design and system interface for city facilities.

EXAMPLE OF DUTIES

*-- Develop and maintain a G.I.S. database for use in the implementation of city facilities throughout Murray City. Develop computer interfacing, data conversion, data collection, mobile, web and computer applications using ArcGIS Desktop, ArcGIS Server, ArcSDE, SQL Server, Sungard and other software.

*-- Conduct complex analysis using ArcGIS in a variety of projects ranging from network analysis to Address Matching for trouble calls.

*-- Design a variety of databases using data modeling techniques.

*-- Provide specifications for software and hardware to facilitate the needs of the City regarding GIS.

*-- Coordinate directly with all city departments to develop and maintain specific GIS data and analysis.

*-- Integrate multifaceted operations like work-orders, dispatch, inventories, transportation modeling, pavement management, storm water modeling, GASB 34 assessment, sidewalk safety/ADA data assessment and impervious area assessment.

*-- Conduct GIS data capture using global positioning equipment and other means.

*-- Develop comprehensive documentation on all aspects of GIS.

*-- Provide support, and training for city personnel in relationship to GIS, GPS data collection and related software.

-- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

-- Graduation from an accredited college or university with a Bachelor's degree in GIS, Geography, or closely related field plus four (4) years experience in GIS or an equivalent combination of education and/or experience.

Special Requirements

-- Must possess a valid Utah drivers license.

-- Working knowledge of Windows Operating System.

-- Working knowledge of ArcGIS.

-- Working knowledge of AutoCad.

Necessary Knowledge, Skills and Abilities

-- Excellent knowledge of ArcGIS, AutoCad, Windows and networking components. A conceptual knowledge of SQL Server and the IBM AS/400 preferred.

-- Knowledge of implementing an ever changing, interactive GIS.

-- Knowledge of Logical Data Modeling and relational databases.

-- Knowledge of cartography and surveying techniques.

-- Good working knowledge of PC's, mobile devices and peripherals.

-- Ability to develop GIS standards in operations and database design.

-- Ability to interface different systems like ArcGIS, AutoCad, MS Office, AS/400 databases, etc.

-- Ability to develop applications using programming tools such as Python, HTML 5 and JavaScript and ability to learn and comprehend other languages, which are necessary to facilitate the GIS functions.

-- Ability to operate GPS equipment.

--   Ability to create conversion specifications.

--   Ability to maintain effective working relationships with other departments, supervisor, and employees.

--   Establish quality control procedures and techniques.

TOOLS & EQUIPMENT USED

--   Personal computer including word processing, spreadsheet and design software; various mobile devices, phone, copy and fax machine, GPS equipment, large format plotters, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

--   While performing the duties of this job, the employee is required to stand, sit; walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl, and smell.

--   The employee must occasionally lift and/or move up to 50 pounds.   Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to meet DOT hearing standard requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

--   Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: _____ DATE:_____

EMPLOYEE'S SIGNATURE: _____ DATE:_____

H. R. DEPT. APPROVED BY: _____ DATE:_____

*Essential functions of the job.